



Centralized Accounting and Payroll/Personnel System

CAPPS HR/Payroll Emergency Leave Reporting

Aug. 23, 2022

Emergency Leave Reporting Overview

- State agencies and institutions of higher education are required to annually report emergency leave to the Comptroller's office for each employee who was granted **more than 32 hours** in the previous fiscal year.
- Emergency leave is any leave granted to an employee, according to Texas Government Code, Section 661.902.
- See FMX for additional information on [emergency leave reporting requirements](#).

Emergency Leave Types

Emergency leave includes the following *Time Reporting Codes*:

- Emergency Death (EMGDT)
- Emergency Facility Closure (EMGFT)
- Emergency Weather Closure (EMGWT)
- Agency Holidays (AGYHY)
- Emergency Fitness (FTNST)
- Emergency COVID19 (EMGCV)
- Emergency Other (EMGNY)
- Special Leave (SPECT)

For ***Emergency Other (EMGNY)*** hours only, an explanation **must** be included in the COMMENTS field of the employee's timesheet.

Actions and Deadlines

- CAPPS Production Support staff will load each agency's emergency leave information to the emergency leave reporting web application on **Sept. 23**.
- Agencies are advised to validate their emergency leave data before it is uploaded on Sept. 23.
 - Data uploaded to the Emergency Leave Reporting web application is the same as the **TX_TL_SB73_EMERGENCY_LEAVE_RPT** query.
- **The due date to certify emergency leave via the web application is Oct. 1.**



Helpful Tip!

Agencies that deployed CAPPS in July 2022 had all emergency leave data transferred to CAPPS from the agency's previous timekeeping system. The emergency leave reporting procedure is the same.

Preparing in Advance for Emergency Leave Reporting

- Ensure the appropriate users have access to the Emergency Leave Reporting web application.
- Users who were granted access to the web application in the past should confirm that their access is current and active.
 - Access could be revoked due to lack of use.
 - If a mainframe password reset is needed, call the CPA Help Desk at **512-463-4357**.
 - For new users, access must be requested by the agency's security coordinator (ASC).
 - It may take 2-3 days to process access requests for new users.

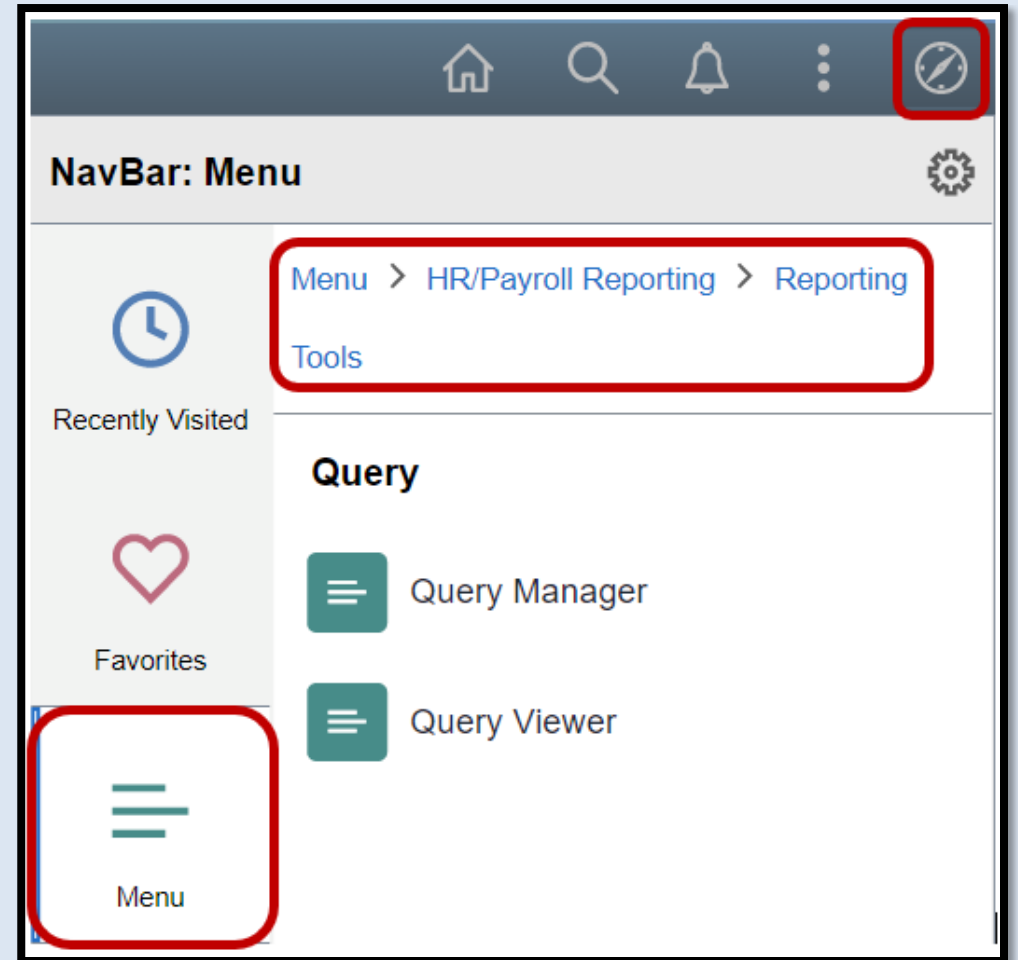


Helpful Tip!

Note to ASCs: The Emergency Leave Reporting web application is listed under the **Web Application** section of the **Security Request** form.

Navigate to the Emergency Leave Query

- Run the **TX_TL_SB73_EMERGENCY_LEAVE_RPT** query to identify emergency leave timesheet entries.
- From the NavBar Menu:
 1. Select **HR/Payroll**.
 2. Select **Reporting**.
 3. Select **Reporting Tools**.
 4. Select **Query**.
 5. Choose either **Query Manager** or **Query Viewer**.



Run the Emergency Leave Query

- Search for **TX_TL_SB73_EMERGENCY_LEAVE_RPT**.
- Run to Excel to easily sort and filter emergency leave data.

Query Viewer

Enter any information you have and click Search. Leave fields blank for a list of all values.

*Search By

Query Name

begins with

TX_TL_SB73_EMERGENCY_LEAVE_RPT

Search

Advanced Search

Search Results

*Folder View

-- All Folders --

Query

1-1 of 1

View All

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Add to Favorites
TX_TL_SB73_EMERGENCY_LEAVE_RPT	Emergency Leave Query - SB73	Public	TL	HTML	Excel	XML	Schedule	Lookup References	Favorite

TX_TL_SB73_EMERGENCY_LEAVE_RPT Query Prompts

- Enter your three-digit **Company/Agency Number**.
- Enter an **Employee ID** to search for a specific employee or leave the field blank to pull all emergency leave data for the entire agency.
- Enter the four-digit **Fiscal Year**.

TX_TL_SB73_EMERGENCY_LEAVE_RPT - Emergency Leave Query - SB73

*Company/Agency Number: 

Employee ID (Optional):

Fiscal Year:

Elements of the Emergency Leave Report

- The report reflects general information such as fiscal year and agency number, along with identifying information for the employee.

	A	B	C	D	E	F
1	Fiscal Year	Agency Number	Last Name	First Name	Employee Payee ID Number	Job Title
2	2022	###	Namerson	Namey	same as Empl ID	Professional Bird Watcher
3	2022	###	Namerson	Namey	same as Empl ID	Professional Bird Watcher
4	2022	###	Namerson	Namey	same as Empl ID	Professional Bird Watcher
5	2022	###	Namerson	Namey	same as Empl ID	Professional Bird Watcher
6	2022	###	Namerson	Namey	same as Empl ID	Professional Bird Watcher

- Emergency leave information as entered on the timesheet follows the employee's identifying information.

G	H	I	J	K	L	M
Start Date of Emergency Leave	End Date of Emergency Leave	Hours of Emergency Leave	Category	Sub Category	Sequence Nbr	Explanation
04/15/2022	04/15/2022	8.000000	Agency Holiday	AGYHY	3199723023584	
05/27/2022	05/27/2022	8.000000	Agency Holiday	AGYHY	3216400003451	
06/20/2022	06/20/2022	8.000000	Agency Holiday	AGYHY	3219627003375	
09/01/2021	09/01/2021	8.000000	Emergency Death	EMGDT	1	
09/02/2021	09/02/2021	8.000000	Emergency Death	EMGDT	1	

Validating Emergency Leave Data Prior to Sept. 23 Upload

- Audit the results of the query for accuracy.
- Ensure proper documentation is on file for each emergency leave entry indicated on the report.
- Make appropriate timesheet corrections and updates as needed.
- Note any inconsistencies or errors on the report that require an ASP Service Request (SR) to be corrected by CAPPS Production Support staff.



Helpful Tip!

Cleaning and validating emergency leave data can be time-consuming. Preparing in advance will greatly help with meeting the report due date.

What if No Employees Were Granted Emergency Leave?

- If no employees at the agency were granted emergency leave, the query populates no results.
- A message appears under the **View Results** button stating that “No matching values were found.”

TX_TL_5873_EMERGENCY_LEAVE_RPT - Emergency Leave Query - 5873

Company/Agency Number: [Q]

Employee ID (Optional):

Fiscal Year: 2022

[View Results](#)

No matching values were found.

Row	Fiscal Year	Agency Number	Name	First Name	Employee Paper ID Number	Job Title	Start Date of Emergency Leave	End Date of Emergency Leave	Hours of Emergency Leave	Category	Sub Category	Sequence No.	Explanation
-----	-------------	---------------	------	------------	--------------------------	-----------	-------------------------------	-----------------------------	--------------------------	----------	--------------	--------------	-------------

[View Results](#)

No matching values were found.

What if Corrections are Needed on the Timesheet or Report?

- If timesheet corrections are made after the report is uploaded to the web application, open an ASP Service Request (SR) to request the data to be reloaded to the web app.
- If timesheet corrections are needed after the data has been certified:
 - Open an ASP Service Request (SR) to backtrack the certification and reload emergency leave data to the web application.
 - CAPPS Production Support will reload the data to be recertified.



Helpful Tip!

Timesheet corrections made before data is uploaded to the Emergency Leave Reporting web application do not require an ASP ticket. Data uploaded on Sept. 23 includes all timesheet corrections that were completed prior to the upload.

Emergency Leave Report Certification Reminder

After all data on the **TX_TL_SB73_EMERGENCY_LEAVE_RPT** query has been validated, you're ready to certify!

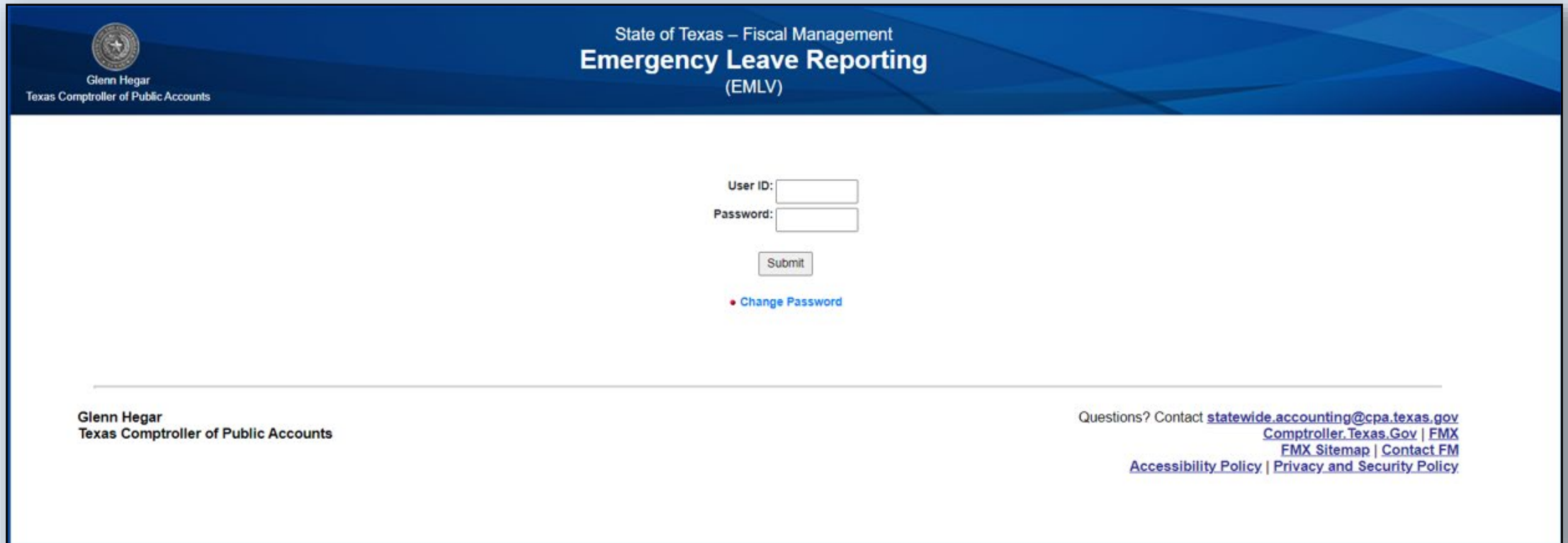
But WAIT! Check the date!

Remember: the CAPPs Production Support team will upload data to the Emergency Leave Reporting web application on **Sept. 23**.

Certification must occur **after** the data has been uploaded. If certification is completed before the data is uploaded, it must be certified again (after upload) by the Oct. 1 deadline.

Emergency Leave Reporting Web Application

In order to meet statutory requirements for the Comptroller's office, all agencies and institutions of higher education must use the **Emergency Leave Reporting** web application to certify their emergency leave report.



The screenshot displays the login interface for the 'State of Texas – Fiscal Management Emergency Leave Reporting (EMLV)' web application. The header features the Texas state seal and the name 'Glenn Hegar, Texas Comptroller of Public Accounts' on the left, and the application title on the right. The main content area contains a login form with fields for 'User ID' and 'Password', a 'Submit' button, and a 'Change Password' link. The footer includes contact information for the Comptroller's office and links to various policies.

State of Texas – Fiscal Management
Emergency Leave Reporting
(EMLV)

Glenn Hegar
Texas Comptroller of Public Accounts

User ID:

Password:

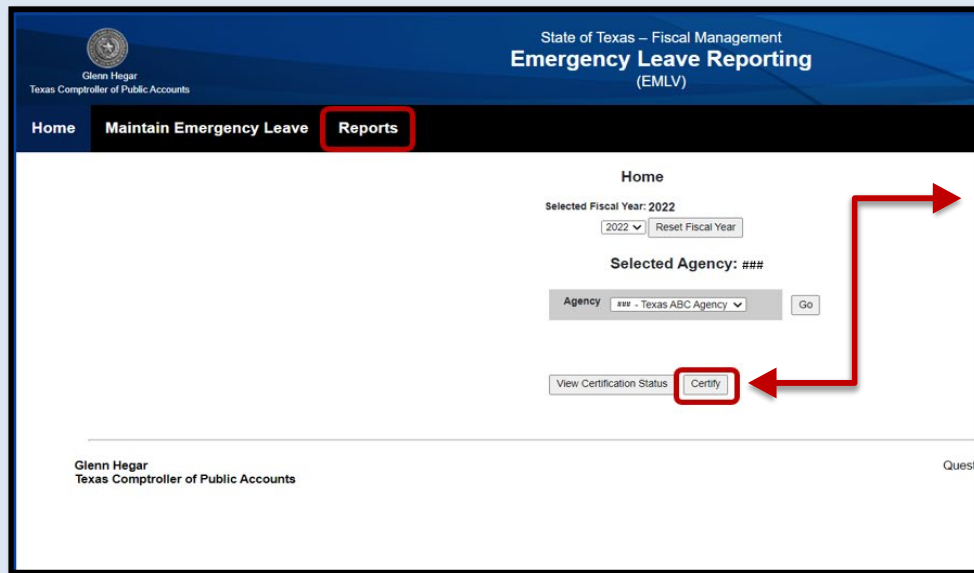
[Change Password](#)

Glenn Hegar
Texas Comptroller of Public Accounts

Questions? Contact statewide.accounting@cpa.texas.gov
[Comptroller.Texas.Gov](#) | [FMX](#)
[FMX Sitemap](#) | [Contact FM](#)
[Accessibility Policy](#) | [Privacy and Security Policy](#)

Emergency Leave Report Certification

- Emergency leave data can be downloaded from the **Reports** tab and verified for accuracy.
- When all data has been confirmed, click **Certify**.



The screenshot shows the 'Emergency Leave Reporting (EMLV)' interface. The 'Reports' tab is highlighted in the top navigation bar. Below the navigation bar, there are sections for 'Home', 'Selected Fiscal Year: 2022', 'Selected Agency: ###', and a 'Go' button. A red arrow points from the 'Reports' tab to the 'Certify' button, which is also highlighted with a red box. The footer of the page displays 'Glenn Hegar, Texas Comptroller of Public Accounts'.

State of Texas – Fiscal Management
Emergency Leave Reporting
(EMLV)

Home Maintain Emergency Leave **Reports**

Home
Selected Fiscal Year: 2022
2022 ▼ Reset Fiscal Year

Selected Agency: ###
Agency: ### - Texas ABC Agency ▼ Go

View Certification Status **Certify**

Glenn Hegar
Texas Comptroller of Public Accounts

Quest

Certifier's Contact Information (required to certify):

Fields with * are required.

User ID: _____ Agency: ###

First Name*: _____

Last Name*: _____

Job Title: _____

Phone Number*: _____

Phone Number Ext: _____

Fax Number: _____

Email*: _____

Department: _____

Save Contact Changes

Confirm Certification Cancel

- On the next screen, enter Certifier's Contact Information and click **Confirm Certification**. **Certification is complete!!**

Certifying When No Employees Were Granted Emergency Leave

Certification is still required for agencies that have no employees who were granted more than 32 hours of emergency leave.

After clicking the **Certify** button, a message is included on the Certifier's Contact Information screen to certify that no employees were granted more than 32 hours of emergency leave during the fiscal year.

Fiscal Year 2022

There are no emergency leave entries for agency ###. By pressing 'Confirm Certification' below you are attesting that no agency/institution employees were granted more than 32 hours of emergency leave during Fiscal Year 2022.

Press 'Confirm Certification' to certify 'no emergency leave' for agency ##.



Thank you!